

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF ST. MARTINVILLE ---- PARISH OF ST. MARTIN**

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# OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF ST. MARTINVILLE ---- PARISH OF ST. MARTIN

## POLICE SERVICE

### LINE CLASSES

POLICE OFFICER \*

POLICE OFFICER FIRST CLASS \*\*

POLICE SERGEANT \*\*

POLICE CHIEF \*

### LINE SUPPORT CLASSES

RADIO DISPATCHER \*

SECRETARY TO THE POLICE CHIEF \*

DEPARTMENTAL RECORDS CLERK\*

\*Competitive class

\*\*Promotional class

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10-03-11, 11-19-13, 10-25-18

# **POLICE OFFICER**

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is the beginning level of work in the police department involving training and routine patrol work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. New employees usually work in company with and receive assistance from a more experienced employee. Work involves making regular patrols and investigating accidents, crimes, or suspicious activity in accordance with the prescribed departmental rules and regulations and desk work assisting with clerical dispatcher duties. Employees are usually given a special training course in police methods and the use of police equipment prior to duty assignments. Employees of this class must use independent judgment when faced with emergency situations. Work is checked by a superior officer through inspection and observation.

## **EXAMPLES OF WORK**

Assists in patrol work; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the state criminal code, and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license number of passing vehicles to regain stolen cars and pick up wanted persons and violators;

Investigates vehicles abandoned, parked illegally, or under suspicious circumstances;

Directs traffic to reduce and eliminate congested traffic conditions;

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic;

Makes arrests and prefers charges; appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Assists in clerical and dispatcher duties at station; Attends classes of instruction, reads and studies assigned materials, and prepares for standard performance of work and advancement;

Performs various related duties as assigned or required.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a

citizen of the United States and of legal age.

Must not be less than twenty (20) years of age at time of appointment;

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass civil service examination testing aptitude for beginning work in the class.

Police Officer SM
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# POLICE OFFICER FIRST CLASS

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is work in the police department involving routine patrol and traffic work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Employees usually work in company with another officer. Work involves making regular patrols, directing traffic, and investigating accidents, crimes, or suspicious activity in accordance with the prescribed departmental rules and regulations and assisting sergeant with clerical-dispatcher duties. Employees of this class must use independent judgment when faced with emergency situations. Work is reviewed by a superior officers through inspection, observation, and reports.

## **EXAMPLES OF WORK**

(NOTE: These examples indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Patrols in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the state criminal code, and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license number of passing vehicles to regain stolen cars and pick up wanted persons and violators; investigates vehicles abandoned, parked illegally, or under suspicious circumstances;

Directs traffic to reduce and eliminate congested traffic conditions;

Investigates accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic;

Makes arrests and prefers charges; appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Attends classes of instruction, reads and studies assigned materials, and prepares for standard performance of work and advancement;

Performs routine clerical and dispatcher work and relieves or assists employees of higher rank;

Instructs lower ranking employees in basic police work;

Performs various related duties as assigned or required.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must be a regular and permanent employee with one (1) year service in the class of Police Officer on the closing date of application for examination;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass civil service examination testing aptitude for beginning work in class.

Police Officer First Class SM
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Revision Dates: 07-15-75, 07-21-93, 02-01-95, 10-25-18

# **POLICE SERGEANT**

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is responsible supervisory police work involving the supervision of police officers. An employee of this class is responsible for transmitting orders to police officers in person or by radio to those on patrol. While on headquarters duty an employee of this class handles office details of arrests. Supervision is exercised over subordinate officers in the field and over officers assigned as assistants in the station. Acts as police chief in the absence of the chief, as directed. Supervision is received from a superior.

## **EXAMPLES OF WORK**

(NOTE: These examples indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in directing the activities of a group of employees engaged in patrol, directing traffic, and in answering complaints;

Acts as police chief in the absence of the chief, as directed;

Checks police officers at station and while they are on patrol and offers assistance, makes suggestions, or gives instructions for the better performance of their duty;

Transmits orders to police officers in person or by radio and receives reports from them in like manner;

Reviews the work of subordinate officers during progress and upon completion;

Makes arrests, transports offenders to jail, makes charges, interrogates prisoners, obtains information and confessions;

Answers telephone and operates police radio at station and maintains log of such calls;

Reports any breach of duty or inefficiency to superior as indicated;

Makes daily oral or written reports as required;

Maintains or supervises the maintenance of records and reports;

Performs various related duties as assigned or required.

## QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must be regular and permanent employee in good standing in the class of Police Officer First Class;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass civil service examination testing aptitude for beginning work in class.

Police Sergeant SM
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# **POLICE CHIEF**

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest-ranking position in the police department, the primary responsibility of which is serving as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs operations to provide law enforcement services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor and the City Council who review and oversee the work of this class.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community while minimizing expenses. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations. Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control, and criminal investigation. Reviews existing or proposed legislation, regulations, ordinances, and court rulings to determine if changes in department policies or procedures are needed. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity and identifies target areas for productivity improvement. Evaluates training needs and oversees a training program for the department. Provides on-the-job training for department members and provides for outside instruction to meet any training needs not available in the department training program. Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Oversees the purchasing of equipment and supplies.

Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service law. Oversees the direction of department employees by ensuring that responsibilities and duties are clearly outlined, that work is reviewed, and that assignments are effectively delegated. Supervises the inspection of department equipment and personnel to ensure employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information, or discuss work problems.

Determines performance standards for department personnel, establishes and implements procedures for employee evaluations, and ensures that a balance is maintained between meeting employee needs and meeting organizational goals. Sets work schedules, oversees the assignment of workspaces, and approves leave. Handles employee complaints and grievances and maintains discipline among employees.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Oversees and utilizes a system of information management for use in the administration of the department. Personally completes any forms or records required of the chief administrative officer. Oversees requests for grants or other special funds to aid in the operation of the police department. Manages the writing of public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive image of the department. Coordinates the work of the department with related federal, state, and local agencies. Attends conferences, conventions, and other educational meetings. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Oversees a community relations program to meet identified community needs, makes speeches before school or civic groups, and acts as department representative to the news media. Supervises the production of instructional materials to be used in crime prevention and other community relations programs within the community.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

#### **EITHER**

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration or other related curriculum and at least five (5) years of experience in law enforcement positions, at least two (2) years of which must have been in positions which include

administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. And at least eight (8) years of experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief SM
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# **RADIO DISPATCHER**

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Work in this class involves the responsibility of answering the police telephone and operating the police radio under the direction of a supervisor. Employee works on an assigned shift and keeps simple records of police activities. Assignments are general and special instructions are received from a superior officer. Work is reviewed by inspection and discussion. Work in this class also involves limited phases and responsibilities of law enforcement. Employees in this class are taught the fundamental and more advanced phases of police work by superior officers who closely supervise their performance.

## **EXAMPLES OF WORK**

(Note: These examples are illustrative only and are not intended to restrict duties to those listed.)

Answers all telephone calls to police headquarters courteously and promptly;

Relays complaints, calls, and assignments to police officers by person, telephone, and radio;

Keeps radio log and complaint sheets;

Maintains simple records of radio log and related items;

Performs various like duties and assignments.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must not be less than nineteen (19) years of age upon date of initial appointment;

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to

present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass civil service examination testing aptitude for beginning

Radio Dispatcher SM
Original Adoption: 10-07-74
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# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a responsible clerical classification involving accurate typing of correspondence, reports, and records, and all other duties of a secretary, including receptionist responsibilities. Incumbent acts as clerical administrative assistant to the police chief and for other ranking police officers.

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor details of clerical nature and administrative details, and relays orders and instructions to the other clerical personnel or to the patrolmen;

Answers telephone in chief's office, dispenses information to callers, in accordance with policy, and appropriately refers callers on to the chief or the other officers as indicated by caller;

Acts as office representative for chief and other ranking officers, routing visitors to the proper officers as indicated;

Reads reports and summarizes information therein for chief to review without necessary time loss. Prepares more comprehensive reports and information breakdown for chief's examination;

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order, or any routine detail of office operations as required;

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must be not less than nineteen (19) years of age at time of appointment from employment list;

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's

degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass a civil service examination testing aptitude for beginning work

Secretary to the Police Chief SM

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Revision Dates: 05-06-81, 07-21-93, 02-01-95, 03-14-18, 10-25-18

# DEPARTMENTAL RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are the filing of departmental documents and the maintenance of the departmental filing system. Departmental Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and receiving instruction from the Secretary to the Police Chief who is the immediate supervisor of this class.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Sets up a filing system and files correspondence, forms, records, or reports in hard copy files or computer database alphabetically, numerically, chronologically, geographically, by code, by the Henry System, or by subject matter. Maintains a library or archives of materials for future use or reference by department personnel. Maintains roster of department personnel and enters routine information in department records. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Keeps records on the location of materials removed from files, and to whom materials were released. Traces missing files.

Receives and processes incoming mail, and distributes mail to proper person, section or office. Processes outgoing mail and interdepartmental correspondence. Stamps material to record date and/or time that the material was received. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Replies to any routine correspondence or requests following departmental procedures. Composes business letters using correct grammar and punctuation. Proofreads typed material and corrects errors. Fills out all forms or records required or assigned to this position.

Operates a computer terminal in order to enter or remove information from files. Locates and retrieves information or documents from the computer files. Operates a facsimile machine, copying machine, calculator, and word processor. Takes dictation and transcribes from notes, a voice machine, dictaphone, or transcriber.



Acts as receptionist to department visitors, screens visitors to determine their business, and directs them to appropriate individuals or offices. Answers questions and handles any routine requests by visitors to the office. Places telephone calls for Police Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Maintains the inventory of supplies and equipment for an assigned division. Prepares purchase requisitions according to department procedures. Orders and distributes supplies and equipment as required.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than eighteen (18) years of age.

Departmental Records Clerk SM	
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